

Kuali Financial System (KFS)
Notes & Attachments
September, 2009

- Attachments are limited to 5m each.
- All notes and attachments become part of the official record for that document. **DO NOT** include in notes or attachments any data that is of a sensitive nature. This would include social security numbers, W9 information, bank routing and/or account numbers and credit card numbers.
- Notes and attachments may be added to a document at any time, including after the document is in a final status.
- Notes and attachments **ARE NOT** copied when a document is copied. If the notes or attachments from the old document pertain to the new document, they must be added to the new document.
- Notes and attachments cannot be deleted once they are added to the document.
- 9 digit numbers in the format 123456789 or 123-45-6789 may not be input. This edit is in place as the note area is not secure and 9 digit numbers mirror Social Security numbers. If you need to input a 9 digit number in the notes, modify the pattern to include a space or dash.
Examples 1-23456789 or 1 23456789.

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